
POST EVENT EVALUATION

Our goal is to assist Event Sponsors with all the necessary information to produce a successful event. After your event takes place, you will be invited back to the Committee to share your perspective on the event. We are interested in what worked well, what you might do differently and how you feel overall about the event. This form is to assist you and the Committee in this review. Please complete and bring to post event review.

Event sponsor name:

Event Name:

Event Date:

Location:

Estimated Attendance:

Event overview: (weather, programming, site plan/layout, modifications)

What went well: (parking, load-in/out, set-up/take down, shuttle, pedestrian flow)

Challenges:

Safety/Security Concerns:

Changes for next year:

Do you plan to do this event next year? **Yes** **No** If yes, indicate date:

Special Events Committee Suggestions/Comments:

Community Communications and Feedback:
